

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: EMPLOYMENT TRAINING SPECIALIST

POSITION LOCATION: ASDB

POSITION REPORTS TO: Instructional Team Leader (CBI)

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: High School Diploma or GED equivalent, two years experience or training related to: the vocational support of disabled workers, deaf and hard of hearing and experience/ability to utilize specialized skills related to deaf and hard of hearing, multiple disabled severely sensory impaired individuals; a valid Arizona driver's license and excellent driving record.

PREFERRED QUALIFICATIONS: A minimum of one year full-time employment working with the deaf and hard of hearing and multiple disabled; education course in the area of special education, rehabilitation, counseling and guidance, or related fields; course work and experience which demonstrates knowledge of communication development (i.e., American Sign Language, assistive communication devices); course work in child development and work experiences in a variety of entry level employment.

MAJOR DUTIES AND RESPONSIBILITIES: Transport, train, and monitor students in a variety of community work sites; understand and effectively apply the concepts of supported employment; complete paperwork and reports within established timelines; train and monitor job coaches; assign students workers to job coaches; create job descriptions for on-campus sites; maintain student job files necessary for workers (resume, medical information, payroll records, communication requirements); arrange transportation for workers and coaches; complete student worker biweekly payroll processes (collecting and verifying timesheets, keep running totals of salaries, collect checks and distribute to students); complete time studies and necessary documentation for FLSA; evaluate data and make recommendations for transition purposes; take scheduled data at the worksite for evaluations, inventories and task analyses; assist in developing and implementing appropriate teaching and behavioral management strategies; attend staff meetings and consult with other professionals to determine student capabilities and needs; maintain parent contact where appropriate; communicate effectively and tactfully with students, staff and the public; provide instruction based on established plans; ensure safety of students; other related duties as required.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of behavior management techniques; ability to communicate effectively including proficiency in American Sign Language; ability to establish rapport with local businesses; ability to utilize adaptations appropriate to the student's communication needs (communication boards, etc.).

SPECIAL REQUIREMENTS/CONDITIONS: Flexibility in schedules and assignments; ability to transfer children from wheelchairs and to lift related equipment and supplies. Must utilize appropriate protective equipment as required.

PAY PLAN: <u>Classified</u>	GRADE: <u>10</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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